

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** April 16, 2003
State Departments and Agencies

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: RI-SAIL CHANGES AND FIXES

Please see the attached highlights of RI-SAIL Accounts Payables enhancements, effective April 17, 2003. These changes are very important for anyone using RI-SAIL, especially department approvers.

If you have any questions or concerns, please contact Maureen Fletcher at 222-5067.

/hh
CFO:03-50

**CHANGES AND FIXES
IN RI-SAIL ACCOUNTS PAYABLE
AS OF APRIL 17, 2003**

DOCUMENTS

When Cloning Direct Pay documents the “Payment Date” field is open for updating.

Specifically for Taxation, the Clone feature is available for Credit Memo documents

REVIEW SCREENS

The Invoice Review and Direct Review screens have been inactivated.

DA Approvers must review documents in the “**Combined Review Screen**”.

You can get to this screen by clicking **TOPICS** on the tool bar, selecting **ACCOUNTS PAYABLE** and **COMBINED INVOICE REVIEW**

You are then asked to set your location. Users with approval authority for multiple locations (within a department) are able to approve documents without having to “change locations”. Approvers can approve both Invoices and Directs without changing screens.

Combined Review Screen Retrieval

To retrieve documents using the Combined Review Screen:

1. Enter one or several data selection fields
2. You can limit your view by clicking off the Show Invoices or Show Direct Pay’s check boxes.
3. You can select a dollar range of documents by entering a “From Amt” and “To Amt”
4. Click the “Retrieve” Button to see your selection.

CHANGES AND FIXES IN RI-SAIL ACCOUNTS PAYABLE AS OF APRIL 17, 2003

BuySpeed

File Edit Topics Utilities View Window Help

New Req Open Req Reporting In-Box Text Process System Stat Help Topics Exit

Save Print Cut Copy Paste Clear Select All Undo First Page Prior Page Next Page Last Page Close

Combined Invoice Review

Enter Search and filter Options and click "Retrieve Data" >>>>

Filter Retrieve Select an action from the drop down list below

Department Loc Source Vendor Status From Amt. To Amt. Bank ID

☒ Show Invoices
☒ Show Direct Pays

| Vendor Name | Invoice Nbr | Po Number | PO Description | Status | Amount |
|--|-----------------|-------------|--------------------------------|--------|--------------|
| Department 68000 ADMINISTRATION | | | | | |
| SAFETY-KLEEN NE INC | CANCEL PO | 68F00252477 | 0 CHEMICAL DISPOSAL 8184 | 4 | \$0.00 |
| SELF HELP INC | WAP 03-01 DEC | 68A00212462 | 8 SELFHELP 03 | 4 | \$190,000.00 |
| SOUTH COUNTY COMMUNITY ACTIC | WAP 03 02 DEC | 68A00212483 | 6 SCOUNTY 03 | 4 | \$80,000.00 |
| THOMSON PROFESSIONAL & REGUL | 7006106401-0009 | 68A00261386 | 0 THOMSON/TAXATION | 4 | \$459.96 |
| TRI-TOWN COMMUNITY ACTION AGI | WAP 03 04 DEC | 68A00212461 | 6 TRITOWN 03 | 4 | \$100,000.00 |
| WEST PUBLISHING CORP | 802446470. | 68M00211383 | 43 RESEARCH SVSC ONLINE, LEGAL | 4 | \$0.00 |
| WESTBAY COMMUNITY ACTION INC | WAP 03 03 DEC | 68A00223232 | 7 WESTBAY 03 | 4 | \$100,000.00 |

| Source Id | Direct Pay Number | Status | Vendor Nbr | Payment Date | Amount | Dept / Loc |
|-----------|-------------------|--------|------------|--------------|-------------|---------------|
| BSJE | J268JEG1 | 4 | | 07/18/2002 | \$0.00 | 68000 68B |
| BSDI | 368DLF0006 | 4 | 005486 | 07/22/2002 | \$1,800.00 | 68000 68A 001 |
| BSER | 368CAM0277 | 4 | EMPLOYEE | 07/23/2002 | \$114.97 | 68000 68A 002 |
| BSDI | 368CAM0289 | 4 | 000023 | 07/29/2002 | \$58,685.42 | 68000 68A 001 |
| BSJE | R3CAM2C1129 | 4 | | 07/30/2002 | \$0.00 | 68000 68R |
| BSJE | R3CAM1C1121 | 4 | | 07/30/2002 | \$0.00 | 68000 68R |
| BSJE | R3CAM2C1203 | 4 | | 07/30/2002 | \$0.00 | 68000 68R |

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Once your documents have been retrieved, you can sort the documents by clicking the field headings. Currently the sort feature is not working for the following:

- Invoice** Sort not working for Amount and Payment Date
- Direct** Sort not working for Vendor #, Amount, and Dept/Loc

LOOKUP FEATURE (Accounts Payable)

There is now an **AMOUNT** column in the Lookup Window for Invoice Entry and Direct Pay Documents. For BSBF documents, the Amount column represents the "total debit" amount. BSJE documents currently show the sum of the debits and credits (typically \$0.00) and should be corrected to work like the BSBF documents.

In addition to the Amount column, all columns are now "sortable" and "searchable". This means that you can now retrieve invoices based on PO release numbers and PO descriptions.